



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Title Change for Wastewater Treatment Supervisor

MEETING DATE: January 15, 1992

PREPARED BY: Personnel Director

RECOMMENDED ACTION: To **change** the title of Wastewater Treatment Supervisor to Assistant Wastewater Treatment Superintendent.

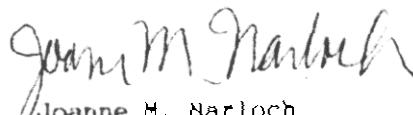
BACKGROUND INFORMATION: This title change is requested to nearly finalize the reorganization of the Water/Wastewater Division begun by the establishment of the Assistant Wastewater Superintendent position in the 1989-90 Budget.

Currently, the Wastewater Treatment Supervisor is serving as an Assistant Superintendent to the City's Wastewater Treatment Facilities to the Water/Wastewater Superintendent. Due to the administrative level duties required of this position the title of supervisor is not appropriate. Reclassification to Assistant Superintendent reflects the position's actual duties as assistant to the division head. Duties currently performed by this position **are:**

- Assist in the supervision of the industrial pre-treatment **program**;
- Assist in the coordination of the ground water monitoring program;
- Assist in developing an effluent toxicity testing **program**;
- Assist in implementing a sludge handling and disposal program;
- Expand existing employee safety and training programs.

This position currently supervises a staff of fifteen (15) including two supervisors. The City's consultants on the current White Slough expansion indicated approximately four additional staff may be necessary to meet the needs of the expanded facility.

FUNDING: None


Joanne M. Narloch
Personnel Director

JMN/lra

cc: Public Works Director

COUNCOWW/TXTA.04P

APPROVED: 

THOMAS A. PETERSON
City Manager



Assistant Wastewater Treatment Superintendent

DEFINITION:

Under general direction, plans, organizes, directs **and** reviews the operation of the City's wastewater treatment facility and pumping stations; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Assistant Wastewater Treatment Superintendent oversees the operations of the Class IV treatment plant. treating both domestic and industrial wastewater. It is distinguished from the Water/Wastewater Supervisor by having responsibility for the wastewater treatment plant and by the specialized technical knowledge required to supervise plant operations, laboratory and plant staff.

SUPERVISION RECEIVED **AND** EXERCISED

Receives general direction from the Water/Wastewater superintendent.
Exercises general supervision over plant personnel.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following;

Plans, organizes, directs and reviews the operations and activities of the wastewater treatment facility; assists in developing and implementing goals, objectives, policies, and priorities for the plant.

Assumes responsibility for budget development and administration **for** plant operation and maintenance.

Prepares or assists with technical reports, studies, cost analyses, and evaluation of water/wastewater operations.

Analyzes treatment facility processes to insure acceptable standards and directs recommendations **For** revision or improvement; oversees necessary adjustments in facility operations based on analytical findings.

Responsible for **a** variety of personnel actions including performance evaluation, training and discipline; recommends the selection and termination of personnel; provides for training and development of employees.

Assists in the supervision of the industrial pre-treatment program to plan, assign, supervise, and review the **work** of plant personnel.

Supervises laboratory testing related to wastewater treatment and water systems.

Assumes responsibility to oversee and maintain lease agreements concerning properties affected by the treatment facility; directs maintenance schedules for equipment and grounds.

Supervises the ordering of plant and equipment supplies; responsible for the preparation of payroll reports.

May act as Water/Wastewater Superintendent.

ASSISTANT WASTEWATER TREATMENT SUPERINTENDENT

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles, practices and methods of wastewater collection systems and treatment facility operations.

Laboratory procedures and analysis including industrial and domestic system monitoring and materials, methods and equipment used in such procedures.

Principles and practices of supervision and training.

Safety principles, practices and procedures.

Basic municipal budget preparation and monitoring.

Ability to:

Operate mechanical and electrical equipment typically associated with wastewater treatment facilities.

Develop objectives and procedures for chemical testing and analysis.

Direct the work of subordinate wastewater facility personnel.

Analyze operations and recommend improvements.

Communicate clearly and concisely.

Analyze and interpret federal and state regulations pertaining to wastewater treatment operations.

Understand and carry out oral and written instructions.

Prepare clear records, reports, correspondence and other written materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to two years college with coursework in wastewater treatment or related subjects.

Experience:

Four years of increasingly responsible experience in the operation of a wastewater treatment facility, two years of which were in a supervisory capacity.

LICENSES AND CERTIFICATES

Possession of a valid driver's license (class C) issued by the California Department of Motor Vehicles.

Possession of a valid Grade IV Operator's Certificate from the Water Resources Control Board within 18 months of appointment.

RESOLUTION NO. 92-11
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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE TITLE CHANGE OF WASTEWATER TREATMENT
SUPERVISOR TO ASSISTANT WASTEWATER TREATMENT SUPERINTENDENT
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RESOLVED, that the Lodi City Council hereby approves the title change of Wastewater Treatment Supervisor to the title Assistant Wastewater Treatment Superintendent.

Dated: January 15, 1992
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I hereby certify that Resolution No. 92-11 was passed and adopted by the Lodi City Council in a regular meeting held January 15, 1992 by the following vote:

Ayes: Council Members - Hinchman, Pennino, Sieglock. Snider
and Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
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City Clerk *by jmf*